



**PCMA Southeast Chapter  
Board of Directors Position Description**

Position Title: *Director of Community Service*  
Reports to: Chapter President

**POSITION SUMMARY:**

The Director of Community Service is responsible for securing, promoting and executing the Chapter's community service projects. This position is responsible for leading the Chapter's Community Service Committee of Volunteers on all community service initiatives of the PCMA SE Chapter.

**Statement of Purpose:** Plan and execute chapter community service projects

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Board & Leadership**

- Accordance with all bylaws and policies mandated by Chapter and PCMA National
- Attend and participate in monthly board meetings, which are conference call and in-person throughout the year
- Attend and participate in an annual board retreat (typically Thursday – Saturday)
- Organize, manage and lead a committee of volunteers
- Accountability for tracking and execution of operational tasks relating to position
- Support initiatives and programs held by the chapter
- Manage budget for any associated costs for chapter's community service projects
- Create a succession plan and train successor toward end of term

**Community Service Planning & Execution**

- Secure volunteer projects with an effort to maximize member engagement and participation
- Look for and suggest opportunities to incorporate volunteer concepts within existing events organized for the chapter
- Assist with community service events marketing by providing marketing ideas to help promote event through PCMA SE Chapter marketing vehicles
- Oversee all planning, logistics and execution of community service projects
- Lead community service projects onsite and serve as point person
- Organize efforts for donations collection throughout the year at Chapter's educational programs

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**Website, Social Media & Online Community Management**

- Write and submit program information for Chapter News on website and subsequent newsletter☐
- Assist with social media postings to generate interest and participation

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledgeable of PCMA
- Ability to outline needs, target charitable organizations, and effectively engage membership for participation
- Ability to work in a fast-paced environment and meet deadlines
- Ability to work on own and delegate tasks
- An excellent, open, articulate, and personable communicator with diplomatic and persuasive communication skills
- Proficient in MS Office (Word, Excel, PowerPoint)

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Ability to perform work utilizing a computer for extended periods of time
- Ability to sit for extended periods of time in performing work
- Ability to travel by air or ground transportation as required in performing the work and abilities as described to perform the job on a consistent basis.